

## Professional staff reference check form

Use this form for conducting reference checks for professional staff via telephone or email exchange.

Overview	3. CONFIRMATION OF EMPLOYMENT	
Reference checking is a critical part of the selection process and is an opportunity to verify information provided by the candidate in their application and the interview process. A completed reference check form should be provided with the Selection Committee Report to the HR Client Services representative prior to making an offer of employment.	Information you provide will be kept on file and may be accessed by the candidate under the Privacy Act. Are you comfortable with this?	
	How long did you work with the candidate?	
1. CANDIDATE DETAILS		
Candidate name		
Donision side	Can you please confirm the candidate's position during their employment?	
Position title		
2. REFEREE DETAILS		
Name	What was the nature of the working relationship between you and the candidate?	
Position		
Organisation	Am I able to contact you again should I require any further information regarding	
Contact no.	the candidate?	
4. REFERENCE QUESTIONS		
What were the candidate's key responsibilities in this position?		
What do you consider to be the candidate's key strengths?		
What do you believe motivates the candidate to perform to the best of their ability?		

From your observations, what would you consider are areas for development for the candidate?				
What style of management do you think works best for the candidate?				
ROLE SPECIFIC				
Based on the role requirements and the information you have gathered from the candidate as part of the selection process, ask questions on areas that require clarification.				
OVERALL EVALUATION				
Overall, how would you rate the candidate's performance while employed with your company?				
Given the right circumstances and the opportunity, would you consider reemploying the candidate? Why, or why not?				
Are there any other comments you would like to make about the candidate?				
	Performed by		Date	